

**INSTRUCTOR TRAINING
REVISION COMMITTEE MEETING
North Carolina Dept. of Public Safety Training Center
2211 Schieffelin Road
Apex, North Carolina**

June 1, 2012

The Instructor Training Revision Committee met on June 1, 2012, at the NC Department of Public Safety Training Center in Apex, North Carolina. Leila Humphries called the meeting to order at 10:15 a.m. She thanked everyone for coming and expressed her thanks to Stephanie Freeman for arranging the meeting room.

Nancy Meadows called the roll. Those members in attendance were:

Stephanie Freeman, NC Department of Correction
Sandra Neal, Guilford Community College
Betty Reynolds, Wake Technical Community College
Jeff Robinson, Pitt Community College

Committee members absent were:

Bobbie Cox, Gardner-Webb University
Dennis Crosby, Gaston College
Peppi Masa, Fayetteville Technical Community College
John Reaves, Wake Forest University Campus Police

Staff attending:

Autumn Hanna, Sheriffs' Standards Division (via conference call)
Leila Humphries, NC Justice Academy
Nancy Meadows, NC Justice Academy
Gary Dudley, NC Justice Academy

Staff absent was:

Tim Pressley, Criminal Justice Standards Division

Leila introduced Gary Dudley, the newly promoted Training Manager for the Commission/In Service Training Center at the Academy. Gary attended the meeting to say hello and to offer his support for the work of the committee.

The minutes of the March 2, 2012, meeting were previously sent to the committee members for review. Leila asked if there were any corrections or additions to the minutes. Hearing none, the minutes were approved by motion from Stephanie Freeman and seconded by Jeff Robinson. The motion was unanimously approved.

Old Business

The committee discussed an excellent list of concerns that were presented by Sandra Neal on behalf of the instructors who work with Instructor Training at Guilford Technical Community College. There were a number of suggestions to clarify and update course content that will be valuable for the planned revision of the curriculum.

New Business

At previous meetings, there had been discussion of the use of a program specifically for the generation of Turabian type references and citations. Leila shared the link to the Turabian program that the Academy is considering purchasing. The nice feature about this program is that it has the capability to generate endnotes as well as references.

The results of the General Instructor's survey were distributed. The survey opened on May 1 and closed on May 29. There was an excellent response to the survey - 601 responses were received. After reviewing the responses, Leila stated that she would have worded some of the questions a bit more specifically to gather a bit more data if she were conducting the survey again. However, the information that was received provided an excellent snapshot of the teaching and lesson writing activity that takes place in the state. 93% of the respondents stated that they had either written none or one ISD format lesson plan. Autumn Hanna offered to refine the data and provide a useable analysis for the committee to review.

There was a discussion of written lesson plans. There are some differences between the format of the community college syllabus type lesson plans that are kept on file and the ISD format that is required for Commission mandated and In-service training. With the vast majority of instructors using prepared lesson plans, there was a discussion of what that could indicate to the committee as we

undertake the revision process. One committee member stated that they would much rather have instructors that are able to teach, focusing on quality of presentation rather than on lesson plans. Another agreed and stated that the time has come for instructors to place emphasis on presentation, not on lesson plans development to the extent that we see it now.

With revisions coming, there was a discussion of all the members of the delivery system who would need to be aware of the changes. There was discussion of a School Director's Orientation. Autumn Hanna stated that DOJ does have a one-hour School Director's Orientation already in place. There was agreement that the School Directors would need to be introduced to the changes as well as the instructors.

There was a discussion of instructor certification and the changes that might be recommended. The consensus was that the certification recommendations would require much thought and discussion.

The next meeting will be planned for fall. John Reaves with Wake Forest University Police has offered to host the meeting. As soon as the date and location are determined, the committee members will be notified.

Jeff Robinson motioned that the meeting be adjourned; Sandra Neal seconded the motion. The meeting was adjourned at 11:40 a.m.